

STATEMENT OF QUALIFICATIONS (SOQ) RATING SHEET

APPLICABILITY: to be used by the Consultant Selection Committee in evaluating the qualifications received via the submittal of a Standard Form 330. A rating sheet should be completed for each SF 330 received by the committee.

Name of Committee Member: _____

Name of Firm Being Rated: _____

PART I				
SECTION A		CONTRACT INFORMATION		
Criteria	Yes	No		
1. Title and Location				
2. Public Notice Date				TOTAL SCORE (Pass/Fail)
3. Solicitation or Project Number				

SECTION B		ARCHITECT-ENGINEER POINT OF CONTACT		
Criteria	Yes	No		
4. Name and Title				
5. Name of Firm				
6. Telephone Number				
7. Fax Number				TOTAL SCORE (Pass/Fail)
8. Email Address				

SECTION C		PROPOSED TEAM		
Criteria	Yes	No		
Prime Firm				
Joint-Venture Firm <i>(Use N/A if not applicable)</i>				
Subconsultant(s) <i>(Use N/A if not applicable)</i>				TOTAL SCORE (Pass/Fail)

SECTION D		ORGANIZATION CHART OF PROPOSED TEAM		
Criteria	Yes	No		
Attached organization chart				TOTAL SCORE (Pass/Fail)

SECTION E RESUMES OF KEY PERSONNEL FOR THIS PROJECT				
Criteria	Rating		Weight	TOTAL SCORE
Overall Experience of Key Personnel Proposed for This Contract		x		=

SECTION F EXAMPLE PROJECTS WHICH BEST ILLUSTRATE PROPOSED TEAM'S QUALIFICATIONS FOR THIS CONTRACT				
Criteria	Rating		Weight	TOTAL SCORE
Project #1				
Project #2				
Project #3				
Project #4				
Project #5				
Project #6				
Project #7				
Project #8				
Project #9				
Project #10				
Average Rating		x		=

SECTION G KEY PERSONNEL PARTICIPATION IN EXAMPLE PROJECTS				
Criteria	Score		Weight	TOTAL SCORE
Project #1				
Project #2				
Project #3				
Project #4				
Project #5				
Project #6				
Project #7				
Project #8				
Project #9				
Project #10				
Average Rating		x		=

SECTION H		ADDITIONAL INFORMATION			
Criteria	Rating		Weight		Score
		X		=	
		X		=	
		X		=	
		X		=	
		X		=	
TOTAL SCORE (sum of all scores in Section H)					

PART II			
ALL INFORMATION			
Yes	No		TOTAL SCORE (Pass/Fail)

OVERALL SCORE OF FIRM	
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